

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

SECRETARY OF THE SENATE

17 MAY 19 PM 1:41

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The original Employee Pre-Travel Authorization (Form RE-1), AND
☒ A copy of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.)

The Heritage Foundation

Private Sponsor(s) (list all):

Travel date(s): April 20th - April 21st

Name of accompanying family member (if any): n/a

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses (Amount & Description) |
|---|-------------------------|------------------|---------------|---------------------------------------|
| <input type="checkbox"/> Good Faith Estimate | \$45 | \$120 | \$127.30 | \$8 - notebook \$1 - pen |
| <input checked="" type="checkbox"/> Actual Amount | | | | |


Expenses for Accompanying Spouse or Dependent Child (if applicable):

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses (Amount & Description) |
|--|-------------------------|------------------|---------------|---------------------------------------|
| <input type="checkbox"/> Good Faith Estimate | \$0 | \$0 | \$0 | \$0 |
| <input type="checkbox"/> Actual Amount | | | | |

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): *see attached agenda*

5-17-17
(Date)

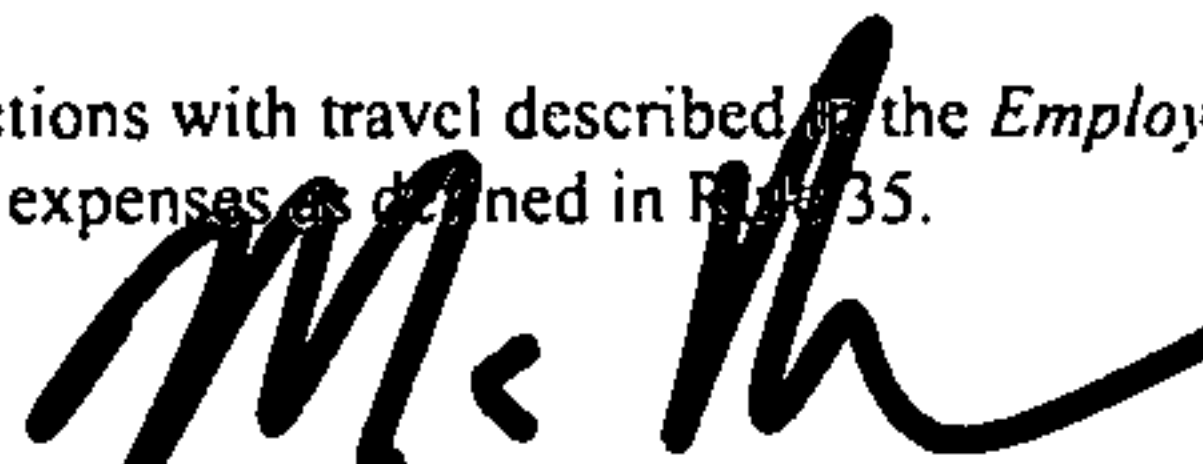
CALEB ORR
(Printed name of traveler)


(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described on the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

5-17-17
(Date)


(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): The Heritage Foundation
2. Description of the trip: Two day educational program that is part of a larger educational fellowship.
3. Dates of travel: Thursday, April 20 - Friday, April 21, 2017
4. Place of travel: St. Michaels, MD
5. Name and title of Senate invitees: Please see attached list.
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR -
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND -
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND -
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The Heritage Foundation has planned and will host the event. Heritage's interest in hosting the event, per our mission below, is to provide a forum for discussing public policy issues.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Heritage Foundation is a research and educational institution whose mission is to formulate and promote conservative public policies. We are hosting this retreat to further educate the attendees on our policy research as part of a larger educational fellowship program.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Heritage routinely provides seminars and conferences for members and the public to learn from both elected officials and experts in respective fields. Members and staff participate in these events to educate the public on the conservative movement.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Heritage provides daily seminars at our headquarters for the public to discuss ways to further our mission.

Heritage has staff throughout the country to meet with citizens regarding issues that are being debated in government or are currently laws.

16. Total Expenses for Each Participant:

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses |
|--|-------------------------|------------------|-----------------------|--|
| <input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts | \$80 | \$120 | \$128 (\$64 each day) | \$50 for materials (Pens, notebook, books on subject matter, notepads, coffee) |

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

b) the trip involves an event organized specifically with regard to congressional participation

18. Reason for selecting the location of the event or trip

Heritage limited the search for an appropriate venue for our program within a two-hour drive of Washington, DC.

19. Name and location of hotel or other lodging facility:

Inn at Perry Cabin, St. Michaels, MD

20. Reason(s) for selecting hotel or other lodging facility:

The venue provided a secluded location outside of Washington, DC, with the necessary meeting space to host our program.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The lodging, food and beverage are all within the per diem level.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Bus transportation will be chartered.

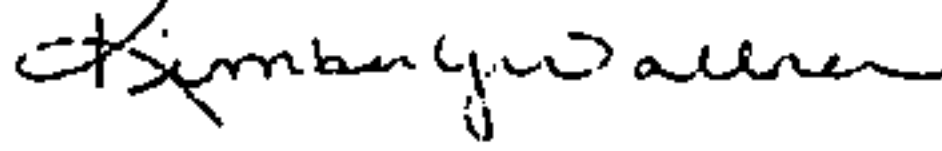
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

n/a

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:



Name and Title: Kimberly Wallner, Vice President, Policy Outreach and Services

Name of Organization: The Heritage Foundation

Address: 214 Massachusetts Avenue, NE Washington, DC 20002

Telephone Number: 202-548-6820

Fax Number:

E-mail Address: kimberly.wallner@heritage.org



The Feulner-Weyrich Fellowship Retreat

Thursday, April 20 – Friday, April 21, 2017
The Inn at Perry Cabin | St. Michaels, Maryland

THURSDAY, APRIL 20, 2017

9:00 a.m. Attendees arrive and board bus *The Heritage Foundation*
9:30 a.m. Bus departs to the Inn at Perry Cabin
11:00 a.m. Bus arrives at the Inn at Perry Cabin

11:00 – 12:00 p.m. **REGISTRATION**
Attendees check-in to overnight rooms

12:00 – 1:15 p.m. **WORKING LUNCHEON**

THE POWER OF THE PRESIDENCY: IMPLICATIONS FOR THE 45TH PRESIDENCY

David Azerrad
*Director, B. Kenneth Simon Center for Principles and
Politics and AWC Family Foundation Fellow,
Institute for Constitutional Government,
The Heritage Foundation*

1:15 – 1:30 p.m. **BREAK**

1:30 – 3:00 p.m. **SESSION I**

WHAT'S NEXT?
*An examination of the Congressional agenda, and the various issues
both chambers of the legislature will face this year.*

Tommy Binion
*Director, Policy Outreach,
The Heritage Foundation*

WHAT SHOULD BE NEXT?
A provocative discussion about what is missing from the Congressional debate.

Group Discussion

WHAT CAN COME NEXT?
*A situational briefing on the procedural posture of the Senate and House
as it relates to the conservative agenda.*

00000000002555

Rachel Bovard
Director, Policy Services.
The Heritage Foundation

3:00 – 3:15 p.m. **BREAK**

3:15 – 4:15 p.m. **SESSION II**

**THE DANGERS AND OPPORTUNITIES LURKING IN THE BUREAUCRACY.
IS THERE A DEEP STATE?**

Hans von Spakovsky
Manager, Election Law Reform Initiative and Senior Legal Fellow.
The Heritage Foundation

4:15 – 4:30 p.m. **BREAK**

4:30 – 6:00 p.m. **SESSION III**

POLICY EXAMINATION OF TOPICS TO BE COVERED IN THE 115TH CONGRESS

Justin Bogie
Senior Policy Analyst in Fiscal Affairs.
The Heritage Foundation

Nicolas Loris
Herbert and Joyce Morgan Research Fellow in
Energy and Environmental Policy,
The Heritage Foundation

Norbert Michel
Senior Research Fellow, Financial Regulations and
Monetary Policy,
The Heritage Foundation

Dakota Wood
Senior Research Fellow, Defense Programs,
The Heritage Foundation

6:00 – 7:00 p.m. **BREAK**

7:00 – 8:30 p.m. **DINNER KEYNOTE**

PROCESS AND POLICY CONCERNS FOR THE 115TH CONGRESS

Steve Deace
Host, Conservative Review

000000002556

FRIDAY, APRIL 21, 2017

8:30 a.m. *Attendees leave room keys and luggage
at the Heritage luggage check*

8:30 – 9:30 a.m. **BREAKFAST BUFFET OPEN**

9:30 – 10:00 a.m. **GROUP EXERCISE PREPARATION**

GROUP EXERCISE BREAKOUTS

*Participants will be broken into teams where they will prepare to
engage in an exercise that reflects a real life legislative scenario
where individuals will play the roles of active lawmakers on a given topic.*

10:00 – 10:15 a.m. **BREAK – FELLOWS BREAK OUT IN TEAMS**

10:15 – 11:45 a.m. **SESSION III**

GROUP EXERCISE

*Groups will consist of participants assigned to represent the
House of Representatives, the Senate and the White House.
Each group will stage a mock negotiation with the other two groups.
Ultimately, all three groups will have to come to consensus in the
context of a legislative scenario that reflects real life pressures and incentives.*

12:00 – 12:15 p.m. **RETREAT CONCLUDES - CLOSING REMARKS**

Tommy Binion
*Director, Policy Outreach,
The Heritage Foundation*

12:15 p.m. *Attendees board the bus with their luggage and boxed lunches*

2:00 p.m. *Bus arrives at The Heritage Foundation*

00000000002557



The Feulner and Weyrich Fellowship Retreat

Thursday, April 20 – Friday, April 21, 2017
The Inn at Perry Cabin | St. Michaels, Maryland

SENATE ATTENDEE LIST

About the List:

The following individuals were extended an invitation to the Feulner and Weyrich Fellowship and retreat due to their interest in conservative policy.

| Senate | | | |
|--------|-----------|------------------------|--------------------------------|
| Sean | McLean | Senator Ted Cruz | Commerce Legislative Assistant |
| Kevin | Kincheloe | Senator James Lankford | Legislative Assistant |
| Caleb | Orr | Senator Marco Rubio | Legislative Assistant |
| Aubrey | Vaughan | Senator Rand Paul | Legislative Counsel |
| Clint | Brown | Senate Steering | Policy Director |

000000002558

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: CALEB ORR

Employing Office/Committee: SENATOR MARCO RUBIO

Private Sponsor(s) (list all): THE HERITAGE FOUNDATION

Travel date(s): APRIL 20 - APRIL 21

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): THE INN AT ST. PERRY CABIN, ST. MICHAEL'S, MARYLAND

Explain how this trip is specifically connected to the traveler's official or representational duties:

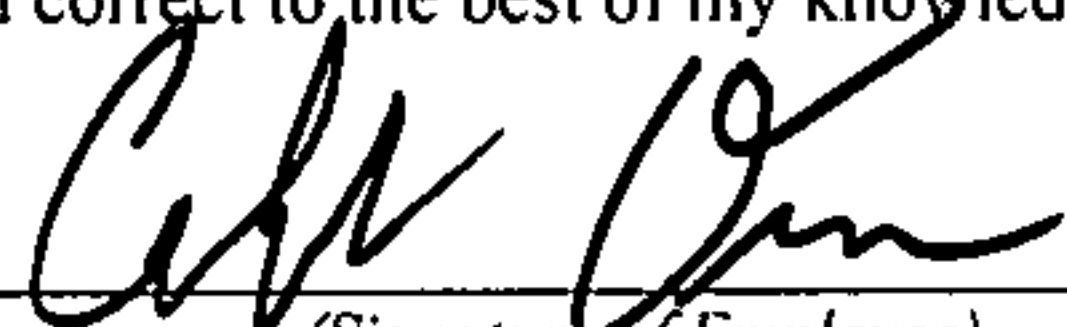
I handle a number of economic policy areas for Senator Rubio. The trip will help inform my work on economic policy through collaboration with other staffers working on similar issues and access to experts with experience passing legislation on Capitol Hill. It will also, through practice legislative exercises, train my procedural awareness in order to be a more effective staffer.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

3/21/17
(Date)


(Signature of Employee)

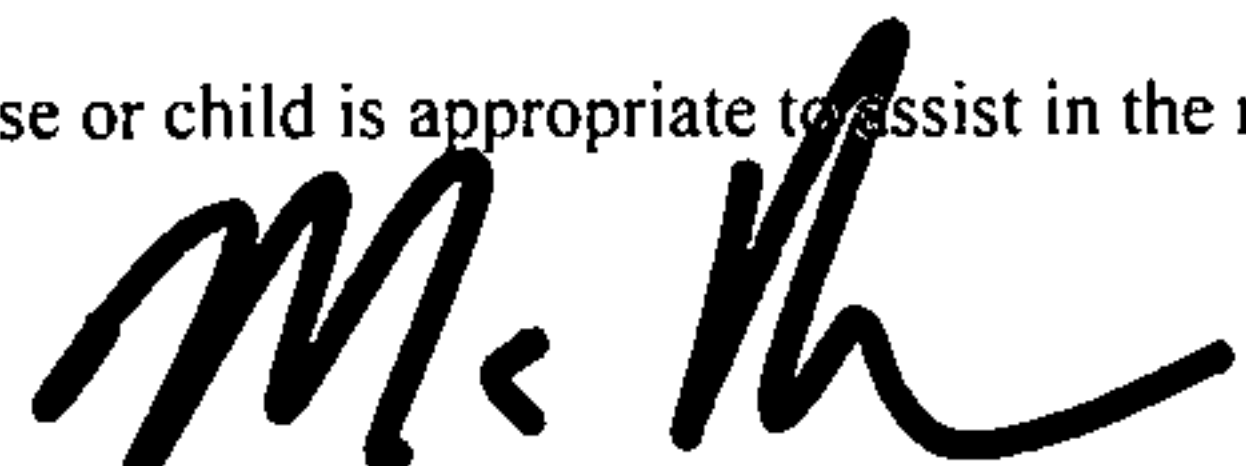
TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, MARCO RUBIO hereby authorize CALEB ORR
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

3/21/17
(Date)


(Signature of Supervising Senator/Officer)